

**U.S. DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION  
WASHINGTON, D.C. 20202**

**FY 2002  
APPLICATION FOR GRANTS FOR  
EQUITY ASSISTANCE CENTERS  
UNDER CIVIL RIGHTS  
TECHNICAL ASSISTANCE AND TRAINING**

**CFDA Number: 84.004D**

**FORM APPROVED  
OMB NO. 1810-0589, EXP. DATE 12/31/01**



**DATED MATERIAL - OPEN IMMEDIATELY**

**Closing Date: December 31, 2001**

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**SECTION A: DEAR COLLEAGUE LETTER**

Dear Colleague:

Thank you for your interest in the Equity Assistance Center (EAC) Program. The EAC program is authorized under Title IV of the Civil Rights Act of 1964, Public Law 88-352, Desegregation of Public Education Program. Included in this application package are the instructions and forms needed to submit an application to the U. S. Department of Education. Please take the time to review thoroughly the authorizing statute, the program regulations, and all of the application instructions.

Please note the four invitational priorities that we have included in this year's closing date notice. I encourage you to address one or more of these invitational priorities. The services provided by the Equity Assistance Centers help to ensure educational equity for all students and help school districts address race, gender, and national origin equity issues that affect student achievement.

- The first priority is to assist public school districts to maintain or advance the desegregation of their schools in a manner that will result in higher achievement in reading, mathematics, and other core subjects.
- The second priority is to assist public school districts to promote equity in education by ensuring access to qualified teachers, quality instruction, and challenging curricula, in order to help students meet high standards of achievement.
- The third priority calls for projects to use effective methods to assess the impact of the program on schools, and particularly on student achievement.
- The fourth priority is to support public school choice by assisting public school districts, public charter schools, and public chartering agencies to identify, design, and implement sound policies and practices related to student recruitment, admissions, and selection that provide all students with equitable access to magnet schools, charter schools, and other public school options.

The technical assistance provided by the Equity Assistance Centers should be based on *scientifically based research*. Activities and programs should be based on theory, research, and evaluation.

Under the Education Department General Administrative Regulations, an applicant may request funding for a multi-year award. In order to be eligible for multi-year funding, the applicant must explain why a multi-year project is needed and provide a detailed budget for each year of the proposed project. If you receive an award, ED will negotiate budgets for all years of the project at one time. This means that future continuation awards will rely heavily on project performance reports that you submit near the end of each budget period.

The Department has developed performance indicators for the EAC program in accordance with the Government Performance and Results Act. We use these performance indicators to set goals for the program and measure and report program results. The performance indicators do not change the EAC program nor create any new requirements for applicants. A copy of the EAC performance indicators is included in this application package.

Please refer to the Notice Inviting Applications that follows for a contact name and number, and call if you should have questions about the program after reviewing the application package. We look forward to receiving your application and appreciate your efforts to promote equity and excellence for all children.

Sincerely,

Susan B. Neuman, Ed.D.

:

### Technical Assistance Contact

For technical assistance regarding the Equity Assistance Center Program application requirements, selection criteria, priorities or performance indicators, please contact:

Sandra Brown, Program Manager

[sandra.brown@ed.gov](mailto:sandra.brown@ed.gov)

202-260-2638

## **SECTION B: LEGAL AND REGULATORY DOCUMENTS**

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DEPARTMENT OF EDUCATION

(CFDA No.: 84.004D)

Desegregation of Public Education-Equity Assistance Center (EAC) Program

Notice Inviting Applications for New Awards for Fiscal Year (FY) 2002

**PURPOSE OF PROGRAM:** To award grants (cooperative agreements) to operate regional equity assistance centers to provide technical assistance and training, at the request of school boards and other responsible governmental agencies, on issues related to equity in education to ensure that all children, regardless of race, gender, or national origin, have equal access to quality education and the opportunity to develop high academic skills in reading, math, and other core subject areas.

**ELIGIBLE APPLICANTS:** A public agency (other than a State educational agency or a school board) or private, non-profit organization.

**DEADLINE DATE FOR TRANSMITTAL OF APPLICATIONS:** December 31, 2001.

**DEADLINE DATE FOR INTERGOVERNMENTAL REVIEW:** March 1, 2002

**APPLICATIONS AVAILABLE:** [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

**AVAILABLE FUNDS:** \$7,344,000.

**ESTIMATED RANGE OF AWARDS:** \$300,000 to \$1,000,000 per year.

**ESTIMATED AVERAGE SIZE OF AWARDS:** \$730,000.

**ESTIMATED NUMBER OF AWARDS:** 10.

**NOTE:** The Department is not bound by any estimates in this notice.

**PROJECT PERIOD:** Up to 36 months.



APPLICABLE REGULATIONS: (a) The Education Department General

Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, 85 and 86; except that 34 CFR 75.232 does not apply to grants under 34 CFR Parts 272; and (b) the regulations for this program in 34 CFR Parts 270 and 272.

## **PRIORITIES**

INVITATIONAL PRIORITIES: While applicants may propose any project within the scope of 34 CFR 272.10, the Equity (Desegregation) Assistance Center Program regulations, pursuant to 34 CFR 75.105 (c)(1) the Secretary is particularly interested in applications that meet one or more of the following invitational priorities related to the overall goal of higher academic achievement for all students. However, an application that meets one or more of the invitational priorities does not receive competitive or absolute preference over the other applications.

Invitational Priority 1 – Projects that will give priority to assisting public school districts to maintain or advance the desegregation of their schools in a manner that will result in higher achievement in reading, mathematics, and other core subjects.

Invitational Priority 2 – Projects that will give priority to assisting public school districts to promote equity in education by ensuring access to qualified teachers, quality instruction, and challenging curricula, in order to help students meet high standards of achievement.

Invitational Priority 3 – Projects that will use effective methods to assess the impact of the program on schools, and particularly on student achievement.

Invitational Priority 4 – Projects that will give priority to supporting public school choice by assisting public school districts, public charter schools and public chartering

agencies to identify, design and implement sound policies and practices related to student recruitment, admissions, and selection that provide all students with equitable access to magnet schools, charter schools, and other public school options.

FOR APPLICATIONS OR INFORMATION CONTACT: Sandra H. Brown, U. S.

Department of Education, 400 Maryland Avenue, SW, Room 3C122, Washington, DC

20202-6140. Telephone (202) 260-2638. If you use a telecommunications

device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request from the contact person listed in the preceding paragraph.

Individuals with disabilities may obtain a copy of the application package in an alternative format, also, by contacting that person. However, the Department is not able to reproduce in an alternative format the standard forms included in the application package.

## **Electronic Access to this Document**

You may view this document, as well as all other Department of Education documents published in the Federal Register in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

[www.ed.gov/legislation/FedRegister](http://www.ed.gov/legislation/FedRegister)

To use PDF, you must have Adobe Acrobat Reader, which is available free at this site. If you have any questions about using PDF, call the U.S. Government Printing

Office (GPO), toll free at 1-888-293-6498; or in the Washington, DC area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

<http://www.access.gpo/nara/index.html>

PROGRAM AUTHORITY: 42 U.S.C. 2000c-2000c-2, 2000c-5.

Dated:

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Susan B. Neuman, Ed.D.  
Assistant Secretary for  
Elementary and Secondary Education.

## AUTHORIZING STATUTE

\*\*\*\*\*  
CIVIL RIGHTS ACT OF 1964.

\*\*\*\*\*  
Document Number: PL 88-352

Date: 02 JUL 64

88th Congress, H. R. 7152

### TITLE IV--DESEGREGATION OF PUBLIC EDUCATION

#### DEFINITIONS

SEC. 401. As used in this title--

(a) "Commissioner" means the Commissioner of Education.

(b) "Desegregation" means the assignment of students to public schools and within such schools without regard to their race, color, religion, or national origin, but "desegregation" shall not mean the assignment of students to public schools in order to overcome racial imbalance.

(c) "Public school" means any elementary or secondary educational institution, and "public college" means any institution of higher education or any technical or vocational school above the secondary school level, provided that such public school or public college is operated by a State, subdivision of a State, or governmental agency within a State, or operated wholly or predominantly from or through the use of governmental funds or property, or funds or property derived from a governmental source.

(d) "School board" means any agency or agencies which administer a system of one or more public schools and any other agency which is responsible for the assignment of students to or within such system.

#### SURVEY AND REPORT OF EDUCATIONAL OPPORTUNITIES

SEC. 402. The Commissioner shall conduct a survey and make a report to the President and the Congress, within two years of the enactment of this title, concerning the lack of availability of equal educational opportunities for individuals by reason of race, color, religion, or national origin in public educational institutions at all levels in the United States, its territories and possessions, and the District of Columbia.

#### TECHNICAL ASSISTANCE

SEC. 403. The Commissioner is authorized, upon the application of any school board, State, municipality, school district, or other governmental unit legally responsible for operating a public school or schools, to render technical assistance to such applicant in

the preparation, adoption, and implementation of plans for the desegregation of public schools. Such technical assistance may, among other activities, include making available to such agencies information regarding effective methods of coping with special educational problems occasioned by desegregation, and making available to such agencies personnel of the Office of Education or other persons specially equipped to advise and assist them in coping with such problems.

#### TRAINING INSTITUTES

SEC. 404. The Commissioner is authorized to arrange, through grants or contracts, with institutions of higher education for the operation of short-term or regular session institutes for special training designed to improve the ability of teachers, supervisors, counselors, and other elementary or secondary school personnel to deal effectively with special educational problems occasioned by desegregation. Individuals who attend such an institute on a full-time basis may be paid stipends for the period of their attendance at such institute in amounts specified by the Commissioner in regulations, including allowances for travel to attend such institute.

#### GRANTS

SEC. 405. (a) The Commissioner is authorized, upon application of a school board, to make grants to such board to pay, in whole or in part, the cost of--

- (1) giving to teachers and other school personnel inservice training in dealing with problems incident to desegregation, and
  - (2) employing specialists to advise in problems incident to desegregation.
- (b) In determining whether to make a grant, and in fixing the amount thereof and the terms and conditions on which it will be made, the Commissioner shall take into consideration the amount available for grants under this section and the other applications which are pending before him; the financial condition of the applicant and the other resources available to it; the nature, extent, and gravity of its problems incident to desegregation; and such other factors as he finds relevant.

#### PAYMENTS

SEC. 406. Payments pursuant to a grant or contract under this title may be made (after necessary adjustments on account of previously made overpayments or underpayments) in advance or by way of reimbursement, and in such installments, as the Commissioner may determine.

#### SUITS BY THE ATTORNEY GENERAL

SEC. 407. (a) Whenever the Attorney General receives a complaint in writing--

- (1) signed by a parent or group of parents to the effect that his or their minor children, as members of a class of persons similarly situated, are being deprived by a school board of the equal protection of the laws, or

(2) signed by an individual, or his parent, to the effect that he has been denied admission to or not permitted to continue in attendance at a public college by reason of race, color, religion, or national origin, and the Attorney General believes the complaint is meritorious and certifies that the signer or signers of such complaint are unable, in his judgment, to initiate and maintain appropriate legal proceedings for relief and that the institution of an action will materially further the orderly achievement of desegregation in public education, the Attorney General is authorized, after giving notice of such complaint to the appropriate school board or college authority and after certifying that he is satisfied that such board or authority has had a reasonable time to adjust the conditions alleged in such complaint, to institute for or in the name of the United States a civil action in any appropriate district court of the United States against such parties and for such relief as may be appropriate, and such court shall have and shall exercise jurisdiction of proceedings instituted pursuant to this section, provided that nothing herein shall empower any official or court of the United States to issue any order seeking to achieve a racial balance in any school by requiring the transportation of pupils or students from one school to another or one school district to another in order to achieve such racial balance, or otherwise enlarge the existing power of the court to insure compliance with constitutional standards. The Attorney General may implead as defendants such additional parties as are or become necessary to the grant of effective relief hereunder.

(b) The Attorney General may deem a person or persons unable to initiate and maintain appropriate legal proceedings within the meaning of subsection

(a) of this section when such person or persons are unable, either directly or through other interested persons or organizations, to bear the expense of the litigation or to obtain effective legal representation; or whenever he is satisfied that the institution of such litigation would jeopardize the personal safety, employment, or economic standing of such person or persons, their families, or their property.

(c) The term "parent" as used in this section includes any person standing in loco parentis. A "complaint" as used in this section is a writing or document within the meaning of section 1001, title 18, United States Code.

SEC. 408. In any action or proceeding under this title the United States shall be liable for costs the same as a private person.

SEC. 409. Nothing in this title shall affect adversely the right of any person to sue for or obtain relief in any court against discrimination in public education.

SEC. 410. Nothing in this title shall prohibit classification and assignment for reasons other than race, color, religion, or national origin.

Approved July 2, 1964.

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## **PROGRAM REGULATIONS**

[http://www.access.gpo.gov/nara/cfr/waisidx\\_98/34cfr270\\_98.html](http://www.access.gpo.gov/nara/cfr/waisidx_98/34cfr270_98.html)

[http://www.access.gpo.gov/nara/cfr/waisidx\\_98/34cfr271\\_98.html](http://www.access.gpo.gov/nara/cfr/waisidx_98/34cfr271_98.html)

and

[http://www.access.gpo.gov/nara/cfr/waisidx\\_98/34cfr272\\_98.html](http://www.access.gpo.gov/nara/cfr/waisidx_98/34cfr272_98.html)



## **SECTION C: APPLICATION FORMS AND INSTRUCTIONS**

### **GENERAL APPLICATION INSTRUCTIONS AND FORMS AND PROGRAM NARRATIVE INSTRUCTIONS**

#### **Application Order**

To compete for an award under this program competition, it is recommended that your completed application be organized in the following order and include the following parts:

## Part I: Project Abstract

Please submit a 1-2 page abstract describing the proposed project. This is a key element in the application and should include statements regarding (1) the need for the project; (2) the proposed plan of operation; and (3) the project's significance and intended outcomes.

## **Part II: Application for Federal Assistance (Standard Form 424 (Rev. 4-88))**

This part of your application consists of the standard application face page on which you provide basic identifying information about the applicant and the application. Specific instructions for completing this form are provided.

## **Part III: Assurances and Certifications**

Be certain to include all assurances and certifications, and sign each form in the appropriate place. The assurances and certifications included in this application package are:

- Non-Construction Programs – Standard Form 424B
- Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements ED Form 80-0013
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier covered transactions ED Form 80-0014
- Disclosure of Lobbying Activity – Standard Form LLL

The forms listed above are required in all application submissions. They are included in your printed application package, but not in the electronic package on the ED web site. If you download the electronic package, you must also download the required forms, which are available at: <http://www.ed.gov/offices/OCFO/grants/appforms.html>

If you do not have access to this web site, please fax your request for these forms to (202) 205-5630. Please be sure to include your name, return fax number and/or mailing address.

## **Part IV: Budget Form and Information (Standard Form 524)**

This part of your application contains information about the federal funding you are requesting. Specific instructions for completing the budget forms and information immediately follow the form. An itemized budget breakdown and budget narrative are required. You must provide complete budget information for each of the three years of the proposed project.

## **Part V: Program Narrative**

The program narrative should follow the order of the selection criteria given in Section 272.30, Subpart D of the Program Regulations. Describe in detail the activities planned for each funding period. As you formulate your proposed project objectives and evaluation plans, it would be helpful to review the performance indicators to determine if the program narrative information that is referenced in the performance indicators is aligned with your specific Equity Assistance Center program performance plan objectives and indicators. A copy of the performance indicators has been included in this application package. In addition, see Section E, Notice to All Applicants (Section 427 GEPA), regarding the provision that applies to applicants for new grant awards under Department of Education programs.

If you should need additional assistance, please contact Sandra Brown, Program Manager, U.S. Department of Education, School Improvement Programs, at (202)260-2638. Her e-mail address is: [sandra.brown@ed.gov](mailto:sandra.brown@ed.gov)

**Standard Form 424 and Instructions**

**ED Form 424 - Application for Federal Education  
Assistance**

**Refer to: <http://www.ed.gov/offices/OCFO/grants/appforms.html>**

## **D-U-N-S Number Instructions**

D-U-N-S Number must be provided on the application cover page (ED 424 form, item #2). D-U-N-S numbers may be obtained at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained through the Internet at the following URL:

<http://www.dnb.com/dbis/aboutdb/intlduns.htm>

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S Numbers to over 43 million companies worldwide.

## **Assurances and Certifications**

**Assurances - Non-Construction Programs**

**Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions**

**Disclosure of Lobbying Activities**

**Refer to: <http://www.ed.gov/offices/OCFO/grants/appforms.html>**

**ED Form 524 - Budget Information  
and Instructions**

**Refer to: <http://ocfo.ed.gov/grntinfo/appforms/ed524frm.doc>**

**EQUITY ASSISTANCE CENTER PROGRAM**  
**CFDA Number: 84.004D**

**SELECTION CRITERIA**

- (a) Mission and strategy. (30 points)** The Secretary reviews each application to determine the extent to which the applicant understands effective practices for addressing problems in each of the desegregation assistance areas, including the extent to which the applicant:
- (1) Understands the mission of the proposed DAC;
  - (2) Is familiar with relevant research, theory, materials, and training models;
  - (3) Is familiar with the types of problems that arise in each of the desegregation assistance areas;
  - (4) Is familiar with relevant strategies for technical assistance and training; and
  - (5) Is familiar with the equity needs of responsible governmental agencies in its designated region.
- (b) Organizational capability. (15 points)** The Secretary reviews each application to determine the ability of the applicant to sustain a long-term, high-quality, and coherent program of technical assistance and training, including the extent to which the applicant:
- (1) Demonstrates the commitment to provide the services of appropriate faculty or staff members from its organization;
  - (2) Selects project staff with an appropriate mixture of scholarly and practitioner backgrounds; and
  - (3) Has had past successes in rendering technical assistance and training in the desegregation assistance areas, including collaborating with other individuals and organizations.
- (c) Plan of operation. (25 points)** The Secretary reviews each application to determine the quality of the plan of operation for the project, including the extent to which:
- (1) The design of the project is of high quality;
  - (2) The plan of management ensures proper and efficient administration of the project;
  - (3) The applicant plans to use its resources and personnel effectively to achieve each objective; and
  - (4) The applicant will ensure that project participants who are otherwise eligible to participate are selected without regard to race, color, national origin, sex, age, or handicapping condition.
- (d) Quality of key personnel. (15 points)**
- (1) The Secretary reviews each application to determine the qualifications of the key personnel that the applicant plans to use on the project, including:
    - (i) The qualifications of the project director;
    - (ii) The qualifications of the other key personnel to be used in the project;



- (iii) The time that each person referred to in paragraphs (d)(1) (i) and (ii) of this section will commit to the project; and
  - (iv) How the applicant, as part of its nondiscriminatory employment practices, will ensure that its personnel are selected for employment without regard to race, color, national origin, gender, age, or handicapping condition.
- (2) To determine personnel qualifications, under paragraphs (d)(1) (i) and (ii) of this section, the Secretary considers:
  - (i) Experience and training in fields related to the objectives of the project; and
  - (ii) Any other qualifications that pertain to the quality of the project.
- (e) Budget and cost effectiveness. (5 points)** The Secretary reviews each application to determine the extent to which:
  - (1) The budget for the project is adequate to support the project activities; and
  - (2) Costs are reasonable in relation to the objectives of the project.
- (f) Evaluation plan. (5 points)** The Secretary reviews each application to determine the quality of the evaluation plan for the project, including the extent to which the methods of evaluation:
  - (1) Are appropriate for the project; and
  - (2) To the extent possible, are objective and produce data that are quantifiable.
- (g) Adequacy of resources. (5 points)** The Secretary reviews each application to determine the adequacy of the resources that the applicant plans to devote to the project, including facilities, equipment, and supplies.



# TRAINING AND ADVISORY SERVICES (TITLE IV OF THE CIVIL RIGHTS ACT: EQUITY ASSISTANCE CENTERS PROGRAM)

<b>Goal:</b> To support access and equity in public schools and help school districts solve equity problems in education related to race, gender, and national origin.			<b>Funding History (\$ in millions)</b>		
			<b>Fiscal Year</b>	<b>Appropriation</b>	<b>Constant 2000 \$</b>
<b>Legislation:</b> The Civil Rights Act (CRA) of 1964, Title IV, P.L. 88-352, (20 U.S.C. 2000c-2000c-5).			1985	\$24	\$34
			1990	\$22	\$27
			1995	\$21	\$23
<b>Program Contact:</b> Sandra Brown (202) 260-2638	<b>Planning and Evaluations Contact:</b> Susan Sanchez (202) 401-0886	<b>Budget Contact:</b> Heather Rieman (202) 205-9963	1998	\$7	\$7
			1999	\$7	\$7
			2000	\$7	\$7

## Purpose of Program

The Training and Advisory Services Program supports ten regional Equity Assistance Centers (EACs) that provide services to states, school districts and schools on issues related to desegregation based on race, gender, and national origin. Technical assistance, training, and advisory services are provided upon request.

## Program Description

The Department of Education awards cooperative agreements to the EACs to provide technical assistance, training and advisory services on areas such as sexual harassment and biases, and increased participation of minorities and females in mathematics and science courses. EACs also consult with local educational agencies to ensure that systemic reform and educational restructuring plans consider the needs of all students. The EACs work with states, school districts and schools to develop, implement and improve their policies and practices on:

- Facilitating services designed to ensure equal educational opportunity for all children;
- Promoting policies and practices that lead to equitable educational opportunities for all students regardless of race, sex, or national origin;

- Helping school districts promote understanding, sensitivity, and awareness of cultural, ethnic, language, and gender differences among students, school personnel, and parents, in order to avoid disharmony and violence; and
- Helping districts identify resources to aid in coping with desegregation-related concerns.

The EACs collaborate with the Comprehensive Regional Assistance Centers and other federally supported providers, such as the Office of Civil Rights, to help ensure that all children are provided equal access to educational opportunities.

## Program Performance

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**Relationship of Program to Volume 1, Department-wide Objectives:** This program contributes to Objectives 2A (Challenging Standards), 2E (Public School Choice), and 3D (Lifelong Learning).

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OBJECTIVE 1: PROVIDE HIGH-QUALITY TECHNICAL ASSISTANCE AND TRAINING TO PUBLIC SCHOOL DISTRICTS IN ADDRESSING EQUITY IN EDUCATION.

Indicator 1.1 Breadth of services: The number of services provided by the EACs will increase each year. <sup>1</sup>			
Targets and Performance Data			Assessment of Progress
<i><b>Web site visits</b></i>			<b>Status:</b> Unable to judge. 2000 data is baseline data.  <b>Explanation:</b> <sup>1</sup> Equity Assistance Centers (EACs) reported an unduplicated count of events, such that each event is only counted once.  <sup>2</sup> Web site visits: Eight of ten EACs reported “Web site visits.”  <sup>3</sup> Mailings or individual requests for information: EACs reported each mass mailing as a single mailing event, regardless of how many individuals received the mailing.  <sup>4</sup> Consultations by telephone or e-mail: Nine of ten EACs reported consultations by telephone or e-mail.
Year	Actual Performance	Performance Targets	
<b>2000:</b>	<b>Baseline: 1,266,975<sup>2</sup></b>	<b>Not applicable</b>	
2001:	No data available	Target: Continuing Increase	
2002:	No data available	Target: 5% Increase	
<i><b>Published materials and Products</b></i>			<b>Validation Procedures:</b> Data supplied by the individual Equity Assistance Center projects. No formal verification procedure applied to data collection, but data analysis validated by outside contractor.  <b>Limitations of Data and Planned Improvements:</b> Self-reported project-level data have been analyzed with the assistance of an outside contractor. Since EAC directors report that they are operating at full capacity, it is difficult to expect significant growth in activity and output of resources with level-funding of appropriations.
Year	Actual Performance	Performance Targets	
<b>2000:</b>	<b>Baseline: 139</b>	<b>Not applicable</b>	
2001:	No data available	Target: Continuing Increase	
2002:	No data available	Target: 5% Increase	
<i><b>Conference/seminar/other training events</b></i>			
Year	Actual Performance	Performance Targets	
<b>2000:</b>	<b>Baseline: 919</b>	<b>Not applicable</b>	
2001:	No data available	Target: Continuing Increase	
2002:	No data available	Target: 5% Increase	

<i>On-site consultations</i>		
2000:	Baseline: 732	Not applicable
2001:	No data available	Target: Continuing Increase
2002:	No data available	Target: 5% Increase
<i>Mailings or individual requests for information</i>		
2000:	Baseline: 1,038 <sup>3</sup>	Not applicable
2001:	No data available	Target: Continuing Increase
2002:	No data available	Target: 5% Increase
<i>Consultations by telephone or e-mail</i>		
2000:	Baseline: 2,292 <sup>4</sup>	Not applicable
2001:	No data available	Target: Continuing Increase
2002:	No data available	Target: 5% Increase

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Indicator 1.2 Showing impact with customers: As a result of in-depth EAC assistance, an increasing percentage of school districts, States, and schools will develop, implement, and/or improve their policies and practices on the following topics: (Topic 1: eliminating, reducing, or preventing harassment, conflict, and school violence); (Topic 2: addressing the educational needs of students based on race, national origin, and gender); and/or (Topic 3: using equitable assessment and student placement procedures). <i>Data drawn from the Equity Assistance Center Program 2000 Customer Survey.</i>								
Targets and Performance Data							Assessment of Progress	Sources and Data Quality
Year	Actual	Performance	Actual	Performance	Actual	Performance	<b>Status:</b> Unable to judge. 2000 data is baseline data.  <b>Explanation:</b> Customer satisfaction surveys were administered for the first time in 2000. The next administration of customer surveys is planned in 2001.	<b>Source:</b> Customer Survey for the period July 1999 to June 2000. <i>Frequency:</i> Year 1 and Year 2 of projects. <i>Next collection update:</i> 2001. <i>Date to be reported:</i>  <b>Validation Procedures:</b> Data verified by external evaluation contractor.  <b>Limitations of Data and Planned Improvements:</b> The program faces a challenge in collecting reliable data in that the Equity Assistance Centers were not previously required to use a uniform reporting system to collect data. In the second year of the program a uniform method of collecting and reporting data was established with assistance from the Department. Since EAC directors report that they are operating at full capacity, it is difficult to expect significant growth in activity and output of resources with level-funding of appropriations.
	Topic 1		Topic 2		Topic 3			
1999:	No data available	Not applicable	No data available	No target set	No data available	No target set		
2000:	Baseline 85%	Not applicable	Baseline 78%	Not applicable	Baseline 70%	Not applicable		
2001:		Performance target – 88%		Performance target – 81%		Performance target – 73%		



## **SECTION D: TRANSMITTAL INSTRUCTIONS AND CHECKLIST**



## **APPLICATION TRANSMITTAL INSTRUCTIONS**

An application for an award must be mailed or hand delivered by the closing date.

### **Applications Sent by Mail**

An application sent by mail must be addressed to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA 84.004D  
400 Maryland Ave., S.W.,  
Washington, D.C. 20202-4725.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.  
Each late applicant will be notified that its application will not be considered.

### **Application Delivered by Hand/Courier Service**

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, General Services Administration National Capital Region, 7th and D Streets, S.W., Washington, D.C. 20202-4725.

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time) daily, except Saturdays, Sundays, and Federal holidays. Individuals delivering applications must use the D Street Entrance. Proper identification is necessary to enter the building. In order for an application sent through a Courier service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

## APPLICATION CHECK LIST

Does your application include the following:

- \_\_\_\_\_Cover Page (ED 424)
- \_\_\_\_\_Budget Form (ED 524)
- \_\_\_\_\_Itemized budget and other budget information
- \_\_\_\_\_Program narrative, including responses to the selection criteria
- \_\_\_\_\_Abstract
- \_\_\_\_\_GEPA 427 Requirement
- \_\_\_\_\_Assurances and Certifications
  - \_\_\_\_\_Assurances – Non-Construction Programs
  - \_\_\_\_\_Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
  - \_\_\_\_\_Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
  - \_\_\_\_\_Disclosure of Lobbying Activity

Have you:

- \_\_\_\_\_Provided one original and two copies of the application?
- \_\_\_\_\_Included all required forms with original signatures and dates?
- \_\_\_\_\_Submitted a copy of the application to the State Single Point of Contact? (if applicable)

\_\_\_\_\_Mail Application to:                      OR                      Hand-deliver Application to:

**Equity Assistance Centers Program**  
**Attention: CFDA No. 84.004D**  
U. S. Department of Education  
Application Control Center  
400 Maryland Avenue, SW  
Washington, DC 20202-4725

**Equity Assistance Centers Program**  
**Attention: CFDA No. 84.004D**  
U. S. Department of Education  
Application Control Center  
7<sup>th</sup> and D Streets, SW, Room 3633  
Washington, DC 20202-4725

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1810-0589**. The time required to complete this information collection is estimated to average **32.5** hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

**If you have any comments concerning the accuracy of the times estimate(s) or suggestions for improving this form, please write to:** U. S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Sandra Brown, Equity Assistance Center Program, Office of Elementary and Secondary Education, U. S. Department of Education, 400 Maryland Avenue, S. W., Room 3C122, Washington, D.C. 20202-6140.

## **Certification Requirement for Paperwork Reduction Act Submissions**

5 CFR 1320.9 reads "As part of the agency submission to OMB of a proposed collection of information, the agency (through the head of the agency, the Senior Official or their designee) shall certify (and provide a record supporting such certification) that the proposed collection of information---

"(a) is necessary for the proper performance of the functions of the agency, including that the information to be collected will have practical utility;

"(b) is not necessarily duplicative of information otherwise reasonably accessible to the agency;

"(c) reduces to the extent practicable and appropriate the burden on persons who shall provide information to or for the agency, including with respect to small entities, as defined in the Regulatory Flexibility Act 5 U.S.C § 601(6)), the use of such techniques as:

"(1) establishing differing compliance or reporting requirements or timetables that take into account the resources available to those who are to respond;

"(2) the clarification, consolidation, or simplification of compliance and reporting requirements; or collection of information, or any part thereof;

"(3) an exemption from coverage of the collection of information, or any part thereof;

"(d) is written using plain, coherent, and unambiguous terminology and is understandable to those who are to respond;

"(e) is to be implemented in ways consistent and compatible, to the maximum extent practicable, with the existing reporting and record keeping practices of those who are to respond;

"(f) indicates for each record keeping requirement the length of time persons are required to maintain the records specified;

"(g) informs potential respondents of the information called for under § 1320.8(b)(3); [see below]

"(h) has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the

information to be collected, including the processing of the information in a manner which shall enhance, where appropriate, the utility of the information to agencies and the public;

"(i) uses effective and efficient statistical survey methodology appropriate to the purpose for which the information is to be collected; and

"(j) to the maximum extent practicable, uses appropriate information technology to reduce burden and improve data quality, agency efficiency and responsiveness to the public."

NOTE: 5 CFR 1320.8(b)(3) requires that each collection of information:

"(3) informs and provides reasonable notice to the potential persons to whom the collection of information is addressed of:

"(i) the reasons the information is planned to be and/or has been collected;

"(ii) the way such information is planned to be and/or has been used to further the proper performance of the functions of the agency;

"(iii) an estimate, to the extent practicable, of the average burden of the collection (together with a request that the public direct to the agency any comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden);

"(iv) whether responses to the collection of information are voluntary, required to obtain or retain a benefit (citing authority), or mandatory (citing authority);

"(v) the nature and extent of confidentiality to be provided, if any (citing authority); and

"(vi) the fact that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number."

**SECTION E: OTHER IMPORTANT INFORMATION AND NOTICES**

## NOTICE TO ALL APPLICANTS

Thank you for your interest in this program. The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

### To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.

### What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from equitable access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment. We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Wash, DC 20202- 4651.

OMB Control No. 1801-0004 (Exp. 8/31/2001)



## **Intergovernmental Review of Federal Programs**

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372—CFDA #84.004D, U.S.

Department of Education, room 7W301, 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC time) on the date indicated in the actual application notice.

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.

The list below, prepared by the U.S. Department of Education is an unofficial version of the State Single Point of Contact (SPOC) List published by the Office of Management and Budget (OMB). The Department has made every effort to ensure the accuracy of the information contained in this unofficial version. It reflects those changes made by OMB as of 08/15/01. The only official and up to date version of the State Single Point of Contact (SPOC) List is posted on the Grants Management section of the OMB web site: <http://www.whitehouse.gov/omb/grants/spoc.html>. You may review and/or download the Adobe pdf (portable document format) version of this document at the aforementioned site. Please include this statement in any reproduction of this unofficial list.

You are strongly encouraged to access the Intergovernmental Review (SPOC List) link to the Grants Management Information section of the OMB web page regularly in the course of completing grant applications to be submitted to your designated State Single Point of Contact (SPOC). If you do not have access to the Internet, please use the list below to contact the office or individual listed in order to confirm the State Single Point of Contact (SPOC).

### **STATE SINGLE POINTS OF CONTACT (SPOCs)**

It is estimated that in 2001, the Federal Government will outlay \$305.6 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided on the official version <http://www.whitehouse.gov/omb/grants/spoc.html>.

**States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application material directly to a Federal awarding agency.**

Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance. [<http://www.cfda.gov/public/cat-app4-index.htm>]

<p style="text-align: center;"><b>ARKANSAS</b></p> <p>Tracy L. Copeland  Manager, State Clearinghouse  Office of Intergovernmental Services  Department of Finance and Administration  1515 W. 7<sup>th</sup> Street, Room 412  Little Rock, Arkansas 72203  Telephone: (501) 682-1074  FAX: (501) 682-5206  <a href="mailto:tlcopeland@dfa.state.ar.us">tlcopeland@dfa.state.ar.us</a></p>	<p style="text-align: center;"><b>CALIFORNIA</b></p> <p>Grants Coordination  State Clearinghouse  Office of Planning and Research  P.O. Box 3044, Room 222  Sacramento, California 95812-3044  Telephone: (916) 445-0613  FAX: (916) 323-3018  <a href="mailto:state.clearinghouse@opr.ca.gov">state.clearinghouse@opr.ca.gov</a></p>
<p style="text-align: center;"><b>DELAWARE</b></p> <p>Charles H. Hopkins  Executive Department  Office of the Budget  540 S. Dupont Highway , 3<sup>rd</sup> Floor  Dover, Delaware 19901  Telephone: (302) 739-3323  FAX: (302) 739-5661  <a href="mailto:chopkins@state.de.us">chopkins@state.de.us</a></p>	<p style="text-align: center;"><b>DISTRICT OF COLUMBIA</b></p> <p>Luisa Montero-Diaz  Office of Partnerships and Grants  Development  Executive Office of the Mayor  District of Columbia Government  414 4<sup>th</sup> Street, NW, Suite 530 South  Washington, DC 20001  Telephone: (202) 727-8900  FAX: (202) 727-1652  <a href="mailto:opgd.eom@dc.gov">opgd.eom@dc.gov</a></p>
<p style="text-align: center;"><b>FLORIDA</b></p> <p>Jasmin Raffington  Florida State Clearinghouse  Department of Community Affairs  2555 Shumard Oak Blvd.  Tallahassee, Florida 32399-2100  Telephone: (850) 922-5438  FAX: (850) 414-0479  <a href="mailto:clearinghouse@dca.state.fl.us">clearinghouse@dca.state.fl.us</a></p>	<p style="text-align: center;"><b>GEORGIA</b></p> <p>Georgia State Clearinghouse  270 Washington Street, SW  Atlanta, Georgia 30334  Telephone: (404) 656-3855  FAX: (404) 656-7901  <a href="mailto:gach@mail.opb.state.ga.us">gach@mail.opb.state.ga.us</a></p>
<p style="text-align: center;"><b>ILLINOIS</b></p> <p>Virginia Bova  Department of Commerce and Community  Affairs  James R. Thompson Center  100 West Randolph, Suite 3-400  Chicago, Illinois 60601  Telephone: (312) 814-6028  FAX: (312) 814-8485  <a href="mailto:vbova@commerce.state.il.us">vbova@commerce.state.il.us</a></p>	<p style="text-align: center;"><b>IOWA</b></p> <p>Steven R. McCann  Division of Community and Rural  Development  Iowa Department of Economic  Development  200 East Grand Avenue  Des Moines, Iowa 50309  Telephone: (515) 242-4719  FAX: (515) 242-4809  <a href="mailto:steve.mccann@ided.state.ia.us">steve.mccann@ided.state.ia.us</a></p>
<p style="text-align: center;"><b>KENTUCKY</b></p>	<p style="text-align: center;"><b>MAINE</b></p>

<p>Ron Cook  Department for Local Government  1024 Capital Center Drive, Suite 340  Frankfort, Kentucky 40601  Telephone: (502) 573-2382  FAX: (502) 573-2512  <a href="mailto:ron.cook@mail.state.ky.us">ron.cook@mail.state.ky.us</a></p>	<p>Joyce Benson  State Planning Office  184 State Street  38 State House Station  Augusta, Maine 04333  Telephone: (207) 287-3261  Telephone: (207) 287-1461 (direct)  FAX: (207) 287-6489  <a href="mailto:joyce.benson@state.me.us">joyce.benson@state.me.us</a></p>
<p><b>MARYLAND</b></p> <p>Linda Janey  Manager, Clearinghouse and Plan Review Unit  Maryland Office of Planning  301 West Preston Street – Room 1104  Baltimore, Maryland 21201-2305  Telephone: (410) 767-4490  FAX: (410) 767-4480  <a href="mailto:linda@mail.op.state.md.us">linda@mail.op.state.md.us</a></p>	<p><b>MICHIGAN</b></p> <p>Richard Pfaff  Southeast Michigan Council of Governments  535 Griswold, Suite 300  Detroit, Michigan 48226  Telephone: (313) 961-4266  FAX: (313) 961-4869  <a href="mailto:pfaff@semcog.org">pfaff@semcog.org</a></p>
<p><b>MISSISSIPPI</b></p> <p>Cathy Mallette  Clearinghouse Officer  Department of Finance and Administration  1301 Woolfolk Building, Suite E  501 North West Street  Jackson, Mississippi 39201  Telephone: (601) 359-6762  FAX: (601) 359-6758</p>	<p><b>MISSOURI</b></p> <p>Carol Meyer  Teresa Kirchhoff  Federal Assistance Clearinghouse  Office of Administration  P.O. Box 809  Truman Building, Room 840  Jefferson City, Missouri 65102  Telephone: (573) 751-4834  FAX: (573) 522-4395  <a href="mailto:meyerc@mail.oa.state.mo.us">meyerc@mail.oa.state.mo.us</a>  <a href="mailto:kirchhofft@mail.oa.state.mo.us">kirchhofft@mail.oa.state.mo.us</a></p>

<p style="text-align: center;"><b>NEVADA</b></p> <p>Heather Elliott  Department of Administration  State Clearinghouse  209 E. Musser Street, Room 200  Carson City, Nevada 89701  Telephone: (775) 684-0209  FAX: (775) 684-0260  <a href="mailto:Helliot@govmail.state.nv.us">Helliot@govmail.state.nv.us</a></p>	<p style="text-align: center;"><b>NEW HAMPSHIRE</b></p> <p>Jeffrey H. Taylor  Director  New Hampshire Office of State Planning  Attn: Intergovernmental Review Process  Mike Blake  2½ Beacon Street  Concord, New Hampshire 03301  Telephone: (603) 271-2155  FAX: (603) 271-1728  <a href="mailto:Jtaylor@osp.state.nh.us">Jtaylor@osp.state.nh.us</a></p>
<p style="text-align: center;"><b>NEW MEXICO</b></p> <p>Ken Hughes  Local Government Division  Room 201, Bataan Memorial Building  Santa Fe, New Mexico 87503  Telephone: (505) 827-4370  FAX: (505) 827-4948  <a href="mailto:khughes@dfa.state.nm.us">khughes@dfa.state.nm.us</a></p>	<p style="text-align: center;"><b>NORTH CAROLINA</b></p> <p>Jeanette Furney  Department of Administration  1302 Mail Service Center  Raleigh, North Carolina 27699-1302  Telephone: (919) 807-2323  FAX: (919) 733-9571  <a href="mailto:jeanette.furney@ncmail.net">jeanette.furney@ncmail.net</a></p>
<p style="text-align: center;"><b>NORTH DAKOTA</b></p> <p>Jim Boyd  Division of Community Services  600 East Boulevard Ave, Dept 105  Bismarck, North Dakota 58505-0170  Telephone: (701) 328-2094  FAX: (701) 328-2308  <a href="mailto:jboyd@state.nd.us">jboyd@state.nd.us</a></p>	<p style="text-align: center;"><b>RHODE ISLAND</b></p> <p>Kevin Nelson  Department of Administration  Statewide Planning Program  One Capitol Hill  Providence Rhode Island 02908-5870  Telephone: (401) 222-2093  FAX: (401) 222-2083  <a href="mailto:knelson@doa.state.ri.us">knelson@doa.state.ri.us</a></p>

<p style="text-align: center;"><b>SOUTH CAROLINA</b></p> <p>Omeagia Burgess  Budget and Control Board  Office of State Budget  1122 Ladies Street – 12<sup>th</sup> Floor  Columbia, South Carolina 29201  Telephone: (803) 734-0494  FAX: (803) 734-0645  <a href="mailto:aburgess@budget.state.sc.us">aburgess@budget.state.sc.us</a></p>	<p style="text-align: center;"><b>TEXAS</b></p> <p>Denise S. Francis  Director, State Grants Team  Governor's Office of Budget and Planning  P.O. Box 12428  Austin, Texas 78711  Telephone: (512) 305-9415  FAX: (512) 936-2681  <a href="mailto:dfrancis@governor.state.tx.us">dfrancis@governor.state.tx.us</a></p>
<p style="text-align: center;"><b>UTAH</b></p> <p>Carolyn Wright  Utah State Clearinghouse  Governor's Office of Planning and Budget  State Capitol, Room 114  Salt Lake City, Utah 84114  Telephone: (801) 538-1535  FAX: (801) 538-1547  <a href="mailto:cwright@gov.state.ut.us">cwright@gov.state.ut.us</a></p>	<p style="text-align: center;"><b>WEST VIRGINIA</b></p> <p>Fred Cutlip, Director  Community Development Division  West Virginia Development Office  Building #6, Room 553  Charleston, West Virginia 25305  Telephone: (304) 558-4010  FAX: (304) 558-3248  <a href="mailto:fcutlip@wvdo.org">fcutlip@wvdo.org</a></p>
<p style="text-align: center;"><b>WISCONSIN</b></p> <p>Jeff Smith  Section Chief, Federal/State Relations  Wisconsin Department of Administration  101 East Wilson Street – 6<sup>th</sup> Floor  P.O. Box 7868  Madison, Wisconsin 53707  Telephone: (608) 266-0267  FAX: (608) 267-6931  <a href="mailto:jeffrey.smith@doa.state.wi.us">jeffrey.smith@doa.state.wi.us</a></p>	<p style="text-align: center;"><b>AMERICAN SAMOA</b></p> <p>Pat M. Galea'i  Federal Grants/Programs Coordinator  Office of Federal Programs  Office of the Governor/Department  of Commerce  American Samoa Government  Pago Pago, American Samoa 96799  Telephone: (684) 633-5155  Fax: (684) 633-4195  <a href="mailto:pmgaleai@samoatelco.com">pmgaleai@samoatelco.com</a></p>

<p align="center"><b>GUAM</b></p> <p>Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: 011-671-472-2285 FAX: 011-671-472-2825 <a href="mailto:jer@ns.gov.gu">jer@ns.gov.gu</a></p>	<p align="center"><b>PUERTO RICO</b></p> <p>Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940-1119 Telephone: (787) 723-6190 FAX: (787) 722-6783</p>
<p align="center"><b>NORTHERN MARIANA ISLANDS</b></p> <p>Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2289 FAX: (670) 664-2272 <a href="mailto:omb.jseman@saipan.com">omb.jseman@saipan.com</a></p>	<p align="center"><b>VIRGIN ISLANDS</b></p> <p>Ira Mills Director, Office of Management &amp; Budget # 41 Norre Gade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 FAX: (787) 776-0069 <a href="mailto:irmills@usvi.org">irmills@usvi.org</a></p>

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to [grants@omb.eop.gov](mailto:grants@omb.eop.gov). If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management  
Office of Management and Budget  
New Executive Office Building, Suite 6025  
725 17<sup>th</sup> Street, NW  
Washington, DC 20503

**Please note:** Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the Catalog of Federal Domestic Assistance (CFDA) [<http://www.cfda.gov/>].



# **IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS**

## **GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an applicant will be rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education  
Application Control Center  
Washington, D.C. 20202-4725

## **CONTRACTS**

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

ED FORM 5348, 8/92 REPLACES ED FORM 5348, 6/86 WHICH IS OBSOLETE

## GRANT APPLICATION RECEIPT ACKNOWLEDGMENT

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, please call:

U.S. Department of Education  
Application Control Center  
(202) 708-9493

## GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically:

ED Internet Home Page : <http://ed.gov/>

OCFO Web Page : <http://OCFO.ed.gov/>